

## Creating An In Home Service

1. From the desktop, go up to Create > Casework. This will bring you to the Create Casework Page.
2. Under the Item category, go to Placement. Select In Home Service, the Family Case and the person who is subject to the service.
3. Once completed, select Create.

The screenshot shows the 'Create Case Work' web application in Microsoft Internet Explorer. The browser title bar reads 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header features the 'eWISACWIS' logo and navigation links for 'Print', 'Spell Check', 'ABC', and 'Help ?'. The main content area is divided into three sections:

- Create Case Items:** A vertical list of categories with corresponding icons and dropdown menus. The 'Placement' category is selected, and its dropdown menu shows 'In Home Service' as the chosen option.
- Cases:** A list of case names, including 'Abby, Art', 'Aiden, Fred', 'Allen, Sarah', 'Altman, Simon', 'Appleton, Claire', 'Ash, Anna', 'ATTEST, One', 'Brooks, Brenda', 'Brown, Sam', and 'Bubbin, Roger'. 'Abby, Art' is highlighted.
- Case Participants:** A list of participants, including 'AliceX Abby , Mother', 'Art Abby , Reference Person', 'Simon Abby , Biological Child' (highlighted), 'two TestParentAgency , Biological Child', and 'Five TestParentAgency , Biological Child'.

At the bottom right of the main content area are two buttons: 'Create' and 'Close'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

4. Now you are at the In Home Services page. The page is designed to document services for participants that live at home. This page is similar to the Out of Home Placement Page.
5. The first box will populate with the participant's name and the case name.
6. The In Home Services box will document the day the service began, an estimated end date, and the placement status of the participant. The placement status has drop down values from which to select. The child specific rate will not allow anything to be entered.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child: Abby, Simon Case Name: Abby, Art Request Number:

Service Provider

**In Home Service Begin**

Service Begin Date: 04/01/2004 Service End Date: 00/00/0000

Estimated End Date: 07/01/2004 County: Milwaukee

Child Specific Rate: \$0.00 Service Category:

Placement Status: Child Res w/Family (Not AA) Service Type:

Supplemental Points: Supplemental Points

Supplemental Points Amount: \$0.00

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Options: Save Close

Done Local intranet

7. On the right side of the In Home Service box contains the Actual Service End Date, County, Service Category, and Service Type.
8. The Service End Date can not be completed at this time. The Service needs to be approved by the supervisor before an end date can be entered. The County refers to the county the agency requesting service is located.
9. The Service Category and Service Type have drop down values. The Service Category needs to be selected first as it determines the drop down values for the Service Type. Supplemental Points and the Exceptional amounts can not be entered. They pre-fill from the Rate Setting Page. The Supplemental Points hyperlink will show how many points have been approved for each category. If there is an Administrative fee, this field is user entered.
10. Once completed, select the Provider type tab.

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**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Simon Case Name: Abby, Art Request Number:

**Service** **Provider**

**In Home Service Begin**

Service Begin Date:	04/01/2004	Service End Date:	00/00/0000
Estimated End Date:	07/01/2004	County:	Milwaukee
Child Specific Rate:	\$0.00	Service Category:	Mentoring
Placement Status:	Child Res w/Family (Not AA)	Service Type:	
		Supplemental Points:	Child and adolescent mentoring
		Supplemental Points Amount:	\$0.00
		Administrative Fee:	\$0.00
		Exceptional Amount:	\$0.00

Options:

Done Local intranet

11. The Provider Information box is blank at this time. In the box, is a Search Hyperlink. Click on the Hyperlink to go to Provider Search.
12. Search out the Provider, as one would normally use the Search function. Select the Provider that you wish to use and click the Continue button. The Provider information will populate the Provider Information box.
13. In the Payment Information box, select a value from the drop down list.
14. The Split Payment Expando is used for Adoptions only.
15. The Kinship Care box is used to identify the relationship of the Child to the Caretaker.
16. Under the Options field is a text drop down value. The text option will open a blank Word document.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Simon Case Name: Abby, Art Request Number:

**Service** **Provider**

**Provider Information**  
**Name:** John Fallon [Search](#) **ID:** 20173 **Contact:**  
**C/O:**  
**Street:** 4653 **State Street** **Apt:**  
**City:** Madison **State:** WI **Zip:** 53701 **Country:**  
**Phone:** (608)324-6546 **Ext:** **Fax:** **Alt Phone:** (608)645-6315 **Alt Ext:**  
**Email:**

**Payment Information**  
**Parent Agency:** John Fallon  
**Target Pop:** CHIPS - Other  
☐ Override Parent Agency rule  
 CHIPS - Abuse and Neglect  
 CHIPS - Other  
 Delinquency  
 JIPS  
 Voluntary Placement

**Kinship Care**  
**Relationship of Child to Kinship Provider:**

[Split Payment](#)

**Options:**

Done Local intranet

17. Once the Provider Tab is completed, return to the Service Tab to send for Approval.
18. On the Service Tab, go to the Options field, select Approve and click Go. This will begin the Approval process and send it to your supervisor for Final Approval.